

Simplified School District Application

If there are 2 or more schools applying from one District, using the same menu and foods, those schools may submit the following simplified application:

- ☐ One Application Cover Sheet* (page 1),
- ☐ One set of Menu Worksheets (page 4-7),
- ☐ One set of recipes, food product ingredient statements, and/or Nutrition Facts Labels,
- ☐ District-wide Nutrition Education and Physical Education/Activity Worksheets (page 8-9),
- ☐ District-wide Competitive Foods Worksheets (page 10),
- ☐ District-wide School Policies and Practices Checklist (page 11),
- ☐ District-wide Wellness Policy, and
- ☐ One Review Committee Verification Form signed by the superintendent and district food service authority (foodservice director) (page 12).

Please include a brief paragraph with your application submission explaining that the District is submitting an application for the same District.

*In lieu of completing a cover sheet for each school, a District may attach a directory that provides the required information for each school. If not indicated on a directory, a separate cover sheet is required for each award level if schools within one District are applying for different award levels.

Each school must have their own:

- ☐ Food production records†

†not required for Bronze level

Each District will need to provide the following information for each school: name of school, grade levels, indicate award level the school is applying for, average daily participation (ADP) rate, mailing address, foodservice manager's name and contact information, the school food authority director name and contact information, and the principal's name and contact information. We will use this information to send out award letters. Once all the materials are gathered, the Food Service Director and the Superintendent will need to review the application and sign the Review Committee Verification Form. After the two signatures are obtained, the District should email the required documentation for review by the State Agency. If files cannot be emailed, the District may also have the option of placing their documentation and the Review Committee Verification Form in a 3-ring binder and mailing it to the State Agency. The contact person indicated on the Application Cover Sheet (which should be the foodservice director) may be contacted for clarification as the application goes through the review process.

School Directory Listing

[illegible]